PROJECT BUDGET REPORT (STW_GL-1)

SEPTEMPBER 2000

VERSION (7.0)

PROJECT BUDGET REPORT

DESCRIPTION

The Project Budget Report is used by districts to provide information concerning multi-year projects and grants. The report prints the following budget details for a given Project or a selected range of Projects:

- Encumbrances,

- Revised Budget,

- Expenditures Month to Date,

- Expenditures Quarter to Date,

- Expenditures Year to Date,

- Expenditures Project to Date, and

- Available Budget.

The Project Budget Report may be run for the current year and for three prior years. The report will calculate the revised budget, expenditures and encumbrances (if the report-option to Include Encumbrances is flagged as "Y") as of the reporting date.

In addition to normal MUNIS G/L reporting options, the Project Budget Report may be run in summary. This option prints project totals only and displays multiple projects per page. See the summary report sample on pages 6 and 7 of this document.

For the Consolidated Plan programs, refer to Appendix A entitled *Consolidated Plan Expenditure Report.*

The Project Budget Report must be submitted to all KDE grant programs that require periodic expenditure reports (**Account type "E" ONLY**). Appendix B is a matrix of report options to use when producing grant reports for Non-Consolidated Plan programs.

PRINTING THE PROJECT BUDGET REPORT

To Run The Project Budget Report, Select:

A) FINANCIALS

    A) General Ledger Menu

        F) Inquiries & Reports Menu

            F) State Wide Reporting

                C) Project Budget Report

The following screen is displayed:

```
Session    Edit    Commands    Settings    Help
_____

_____PROJECT BUDGET REPORT_____
Action:  Find  Seg-find  Report-options  Consolidated  Output  Exit
Query the current database table.




              Org                [        ]
              Object             [       ]
              Project            [      ]

              Account type    [ ]

              Account status  [ ]



```

1. Select **Find** or **Seg-find** from the Ring Menu:

   Find allows the search criteria to be narrowed to specific **Org**, **Object**, or **Project**, or a range of accounts.

   Seg-find allows the search criteria to be narrowed to any **Account Segment** or a combination of Account Segments.

   Account type allows the search criteria to be narrowed to a specific account type.

   NOTE*:   All grant reports require expenditures only or Account type "E" for expenses.*

   Account status allows the search criteria to be narrowed to a specific account status or a combination of status.

   NOTE*:   The asterisks symbol '* 'in the Account Status field will include Active (status of A), Next Year Budget (status of N), Inactive (status of I) and Closed (status of C) accounts in the report.*

2. If the report will include a Major Project(s), then enter a Project Code(s) followed by an asterisk (*) in the **Project** field, otherwise continue with step 3.

   **NOTE: **See Appendix C for procedures of Establishing Major Projects.*

3. Press **ESC** to create an active set of accounts.

4. Select **Report-options** from the Ring Menu.

The following window appears:

```
Session    Edit    Commands    Settings    Help
────────────────────────── PROJECT BUDGET REPORT ──────────────────
Action:   Find   Seg-find   Report-options   Output   Exit
Define sequencing, totals, spacing, etc.

 ┌──────────────────────────────────────────────────────────────────
 │ Define:  ESC to DEFINE, CTRL-P to CANCEL
 │ Field number of this sequence level.
 │
 │             Field #    Total   Page Break
 │ Sequence 1    [12] Proj  [Y]       [Y]        File output           [N]
 │ Sequence 2    [3 ] Fun   [Y]       [N]        Year/Period     [XXXX]/[XX]
 │ Sequence 3    [11] Obj   [Y]       [N]        Print revenue as credit [Y]
 │ Sequence 4    [ 0]       [N]       [N]        (F)ull or (S)hort desc  [F]
 │                                               Print full GL account   [N]
 │ Report title:                                 Double space            [N]
 │ [PROJECT BUDGET REPORT                    ]   Summ objs to position   [4]
 │ [                                         ]   Roll to major project?  [N]
 │                                               Print journal detail    [N]
 │ Print totals only?      [Y]                      Year/period  [XXXX] [XX]
 │ Include Encumbrances?   [N]                                  to
 │ Use Inception Budget?   [N]                      Year/period  [XXXX] [XX]
 │                                               Sort by JE # or PO #    [J]
 │                                               Detail format option    [1]
```

1. Enter the desired Segment Numbers for **Sequences 1 through 4**.

   *See **Appendix A** for producing the Consolidated Planning Expenditure Report.*

   *See **Appendix B** for a matrix of the report options to select when producing grant reports for Non-Consolidated Planning program agencies.*

1. **Summ objs to position** defaults to 4. This option summarizes the Object Codes from the first position to the position entered here. Most reports use 4; change it as necessary.

2. **Roll to major project?** defaults to N. If the report will contain major projects, then enter **Y** to roll (combine) Project totals to a Major Project(s) total based on the Major Project established in the Project Master table.

NOTE: *See Appendix B for procedures of Establishing Major Projects.*

3. Press **ESC** to define the report.

4. Select **Output** and **Display, Print, Spool**, **Landscape** the report.

The following sample Project Budget Reports with report options pages are attached:

1. Totals only.

2. Project Budget Report Summary. (Summarizes multiple projects per page.)

A Sample Project Budget Report - Totals Only:

```
XX/XX/XXXX                                      YOUR DISTRICT                          DIST - XXX
PAGE 1
                                             IDEA-B / PRESCHOOL BUDGET REPORT
     PROJECT NUMBER: 3370                                                      SPECIAL EDUCATION-IDEA B
(84.027)
     STATE CODE:                                                              THROUGH YYY XXXX
     CFDA NUMBER: 84.027
     GRANT AMOUNT:
     ---------------------------------------------------------------------------------------------------
-----
                                               * * * * *E X P E N D I T U R E S* * * * *
     DESCRIPTION                            REVISED     MONTH      QUARTER      YEAR        PROJECT
AVAILABLE
                                            BUDGET     TO DATE     TO DATE     TO DATE     TO DATE
BUDGET
     ---------------------------------------------------------------------------------------------------
-----


     0110     CERTIFIED PERMANENT SALARY    35000.00   3333.32     9999.96    34999.86    34999.86
.14
     0130     CLASSIFIED REGULAR SALARY     41980.00   8709.59    15714.43    41980.56    41980.56
-.56
     0221     EMPLOYER FICA CONTRIBUTION     2291.00    467.51      846.69     2290.75     2290.75
.25
     0222     EMPLOYER MEDICARE CONTRIBUTION  536.00    109.29      197.95      535.63      535.63
.37
     0232     CERS EMPLOYER CONTRIBUTION     3751.00    778.65     1404.89     3751.00     3751.00
.00
     0251     STATE UNEMPLOYMENT INSURANCE    220.00       .00       54.51      219.63      219.63
.37
     0334     MEDICAL SERVICES                367.00      1.00       99.90      366.67      366.67
.33
     0433     EQUIPMENT REPAIR & MAINT        267.00     11.28       11.28      267.20      267.20
-.20
     0532     TELEPHONE                       570.00     32.95      115.98      570.33      570.33
-.33
     0542     NEWSPAPER ADVERTISING            27.00       .00         .00       27.60       27.60
-.60
     0580     TRAVEL                         1021.00       .00      253.31     1020.96     1020.96
.04
     0591     MISC LOCAL PURCHASE              63.00       .00       12.98       62.98       62.98
.02
```

0610	GENERAL SUPPLIES	427.00	178.00	98.58	426.88	426.88
.12						
0679	OTHER STUDENT ACTIVITIY COSTS	422.00	18.73	57.36	421.93	421.93
.07						
0680	WELFARE (FOOD/CLOTHES/UTIL)	662.00	93.37	93.37	661.37	661.37
.63						

/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/_____/_/___/_/_____/_/___/_/_____/_/___/

/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/_____/_/___/_/_____/_/___/_/_____/_/___/

        TOTAL SPECIAL EDUCATION-IDEA B (84.027)   95275.00   13254.99   36242.86   61785.45   94328.56
947.44

                        GRAND TOTALS   95275.00   13254.99   36242.86   61785.45   94328.56
947.44

                AUTHORIZED SIGNATURE: _____

                        DATE: _____

```
      XX/XX/XXXX                                  YOUR DISTRICT                          DIST - XXX                    PAGE
2
                                               PROJECT BUDGET REPORT
                                                  REPORT OPTIONS
     -------------------------------------------------------------------------------------------------------------------
-----
```

```
              Field #      Total   Page Break
   Sequence 1    12          Y         Y           File output: N
   Sequence 2    11          Y         N           Year/Period: XXXX/XX
   Sequence 3    00          N         N           Print revenue as credit: Y
   Sequence 4    00          N         N           (F)ull or (S)hort desc: F
                                                   Print full GL account: N
   Report title:                                   Double space: N
    IDEA-B / PRESCHOOL BUDGET REPORT               Summ objs to position: 4
                                                   Roll to major project? N
                                                   Print journal detail: N
   Print totals only: Y                               Year/period: XXXX/XX
   Include Encumbrances: N                                         to
   Use Inception Budget: N                            Year/period: XXXX/XX
                                                   Sort by JE # or PO #: J
                                                   Detail format option: 1
```

A Sample Project Budget Report - Project Budget Report Summary:

```
    XX/XX/XXXX                                      YOUR DISTRICT                          DIST - XXXX
PAGE 1
                                            PROJECT BUDGET REPORT
                                                  SUMMARY


THROUGH YYY  XXXX
-------------------------------------------------------------------------------------------------------
-----------------
                                                                  * * * * *EXPENDITURES* *
* * *
DESCRIPTION                              ENCUMBRANCE        REVISED      MONTH      QUARTER        YEAR
PROJECT    AVAILABLE
                                                           BUDGET     TO DATE    TO DATE      TO DATE     TO
DATE      BUDGET
-------------------------------------------------------------------------------------------------------
-----------------
1400     PROFESSIONAL DEVELOPMENT
       TOTAL REVENUES                          0         -109838.80        .00          .00    -109737.60      -
109737.60      -101.20
       TOTAL EXPENSES                       1788          109838.80    10312.04    10312.04     72530.05
72530.05    35520.75
       TOTAL                               1788                .00    10312.04    10312.00    -37207.55      -
37207.55    35419.55
       /___//___/_/___//___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_
/___/_/___/_/___/_/___

       /___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/____/_/___/_/___
___/_/__/_/_____/_/__



9060     NEW CONSTRUCTION PROJECT
       TOTAL REVENUES                          0         -416423.15        .00          .00    -416423.15      -
416423.15          .00
       TOTAL EXPENSES                          0          416423.15        .00          .00          .00
.00    416423.15
       TOTAL                                  0                .00        .00          .00    -416423.15      -
416423.15    416423.15
```

```
        TOTAL  REVENUES                          0         -3635518.00          .00            .00   -2436940.17       -
2436940.17   -1198577.83
        TOTAL  EXPENSES                      67272          3635518.00    197472.41      197472.41    1999911.26
1999911.26    1568334.74
        GRAND  TOTALS                        67272               .00      197472.41      197472.41    -437028.91       -
437028.91     369756.91
```

AUTHORIZED SIGNATURE: _____

DATE: _____

```
        XX/XX/XXXX                                    YOUR DISTRICT                          DIST - XXXX                    PAGE
2
                                                  PROJECT BUDGET REPORT
                                                    REPORT OPTIONS
    --------------------------------------------------------------------------------------------------------------------
-----




              Field #      Total   Page Break
    Sequence 1     12         Y         N         File output: N
    Sequence 2     00         N         N         Year/Period: XXX/XX
    Sequence 3     00         N         N         Print revenue as credit: Y
    Sequence 4     00         N         N         (F)ull or (S)hort desc: F
                                                  Print full GL account: N
    Report title:                                 Double space: N
     PROJECT BUDGET REPORT                         Summ objs to position: 4
     SUMMARY                                       Roll to major project? Y
                                                  Print journal detail: N
    Print totals only: Y                             Year/period: XXXX/XX
    Include Encumbrances: Y                                   to
    Use Inception Budget: N                          Year/period: XXXX/XX
                                                  Sort by JE # or PO #: J
                                                  Detail format option: 1
```

APPENDIX A

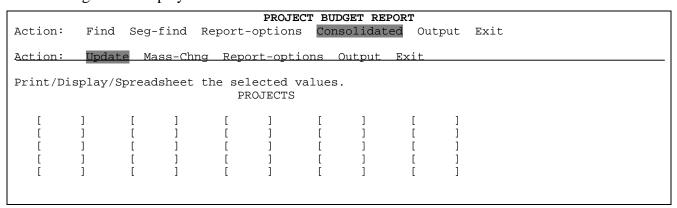# GENERATING A CONSOLIDATED PLAN EXPENDITURE REPORT

The Consolidated Plan Expenditure Report provides data for all Consolidated Planning reporting requirements on a single report in **printed form** and in a **spreadsheet import file** format.

A single report format as defined under the Consolidated Report-Options have been predetermined and accepted by all Consolidated Planning grant programs. **Do not change the Report Options defaults**.

 To Generate a Consolidated Plan Expenditure Report, Select:

A) FINANCIALS

    A) General Ledger Menu

        F) Inquiries & Reports Menu

           F) State Wide Reporting

               1. Project Budget Report

2. Select **Consolidated** from the Ring Menu.

The following screen displays:

```
                          PROJECT BUDGET REPORT
 Action:    Find   Seg-find  Report-options  Consolidated   Output   Exit

 Action:    Update  Mass-Chng  Report-options  Output  Exit

 Print/Display/Spreadsheet the selected values.
                         PROJECTS

   [      ]      [      ]      [      ]      [      ]      [      ]
   [      ]      [      ]      [      ]      [      ]      [      ]
   [      ]      [      ]      [      ]      [      ]      [      ]
   [      ]      [      ]      [      ]      [      ]      [      ]
   [      ]      [      ]      [      ]      [      ]      [      ]


```

1. Select **Update** from the Ring Menu. Input the project numbers for the associated grants as outlined in the Consolidated Planning program guide.

2. Press **ESC** to add an active set of projects and select the active set of accounts to be generated in a single report.

NOTE: *Once the projects have been added, they will remain as the default upon selecting the* **Consolidated** *report option.*

1. Select **Output**.

The following window appears:

```
┌──────────────── PROJECT BUDGET REPORT ────────────────┐
│  Action:  Find  Seg-find  Report-options  Consolidated  Output  Exit │
│  ┌─────────────────────────────────────────────────┐  │
│  │  Fiscal year to be used for reports.            │  │
│  │                                                  │  │
│  │                                                  │  │
│  │  Fiscal Year/Period for report    [XXXX] [XX]   │  │
│  │                                                  │  │
│  │                                                  │  │
│  │  Output file options            [B]             │  │
│  │   P - Paper/Spool Only                          │  │
│  │   S - Spreadsheet                               │  │
│  │   B - Both Paper & Spreadsheet                  │  │
│  │                                                  │  │
│  │  Include Encumbrances        [Y]                │  │
│  │  Include Expense Accounts only  [Y]             │  │
│  └─────────────────────────────────────────────────┘  │
└──────────────────────────────────────────────────────┘
```

NOTE: *All other report-options under the Consolidated options should remain as defaulted. A single report for all Consolidated Planning Programs will be generated in the predetermined report format and should have both Include Encumbrances flagged as "Y" and Include Expense Accounts only as "Y", as defaulted in the report options.*

2. Update only the following fields as desire and hit ESC:

> a. **Fiscal Year/Period**
> b. **Output file options**

If the Output file options field was set to P or B, the Display window will appear. **Display, Spool,** or **Print** the report.

If the Output file options filed was set to S, the following message will be displayed:

```
┌──────────────────────────────┐
│    Options:  Yes  No         │
│ Begin processing the spreadsheet? │
└──────────────────────────────┘
```

3. Select **Yes** to process the spreadsheet.

When the process is complete, the name of the spreadsheet file will be displayed as PSBddd.###.

> *Note:* **The ddd represents your District Number. The last three digits (###) will reflect the number of times the report has been run.**

See following three pages for a sample of the Consolidated Plan Expenditure Report

> **NOTE:** *The report may look differently from what is normally required for some of the grants, but the single report and format as defined under the Consolidated Report-Options have been predetermined and accepted by all Consolidated Planning grant programs.*

Consolidated Report Options defaults as approved by the Consolidated grant committee:

```
Field number of this sequence level.                        ⁞⁞⁞
                                                      ⁞⁞⁞
        Field #    Total  Page Break                  ⁞⁞⁞
Sequence 1   [12] Proj  [Y]    [Y]          File output        [N]
Sequence 2   [11] Obj   [Y]    [N]          Year/Period    [XXXX]/[XX]
Sequence 3   [ 2] Unit  [N]    [N]          Print revenue as credit [Y
Sequence 4   [ 0]       [N]    [N]          (F)ull or (S)hort desc  [F]
                                            Print full GL account   [N]
Report title:                               Double space       [N]
[CONSOLIDATED PLAN EXPENDITURE REPORT   ]   Summ objs to position   [4]
[                       ]                    Roll to major project?  [N]
                                            Print journal detail    [N]
Print totals only?    [Y]                   Year/period  [XXXX] [ X]
Include Encumbrances?  [Y]                              to
Use Inception Budget?  [N]                   Year/period  [XXXX] [ X]
                                             Sort by JE # or PO #    [J]
                                             Detail format option    [1]
```

TRANSFERRING FILES FROM THE RS6000 TO KDE

Spreadsheet import files created on the RS6000 must be transferred to a staging directory to be retrieved by KDE. For instructions on this process, see the document *Transferring Files From the RS6000 to KDE & Other Agencies (OSA-10)* in the *System Administration User Guide*.

SUBMITTING REPLACEMENT ELECTRONIC FILES

If the Consolidated Plan Expenditure Report is submitted more than once to KDE, it is imperative that each electronic file have a unique file name. Therefore, each time the Consolidated Plan Expenditure Report spreadsheet files are generated, the last three digits of the file name are automatically incremented by 1. To submit replacement files, repeat the processes described above.

A Sample Consolidated Plan Expenditure Report:

```
08/23/2000                              DISCTRICT NAME                    DIST - 999              PAGE 1
                                 CONSOLIDATED PLAN EXPENDITURE REPORT
  PROJECT NUMBER: 1200                                                 EXTENDED SCHOOL SERVICES
  STATE CODE:                                                          THROUGH EOY 2000
  CFDA NUMBER:                                                         KATHRYN JONES
  GRANT AMOUNT:
--------------------------------------------------------------------------------------------------------
                                          *  *  *  * * E X P E N D I T U R E S *  *  *  *  *
DESCRIPTION                    ENCUMBRANCE    REVISED      MONTH       QUARTER       YEAR        PROJECT    AVAILABLE
                                              BUDGET      TO DATE      TO DATE      TO DATE      TO DATE     BUDGET
--------------------------------------------------------------------------------------------------------


0113    OTHER CERTIFIED POSITIONS
-------------------------------------------

010     DAS ELEMENTARY                    0    19280.00       .00          .00      5747.10     5747.10    13532.90
020     DAS HIGH SCHOOL                        7020.00        .00          .00      1287.50     1287.50     5732.50

        TOTAL OTHER CERTIFIED POSITIONS   0    26300.00       .00          .00      7034.60     7034.60    19265.40
/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/_____/_/___/_/___/_/_____/_/___/
_/_____/_/___/

/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/_____/_/___/_/_____/_/___/
_/_____/_/___/
0610    GENERAL SUPPLIES
-------------------------------------------

010     MUNIS HIGH SCHOOL                 0     1000.00       .00      1000.00      1000.00     1000.00        .00
020     MUNIS MIDDLE SCHOOL               0     2000.00       .00      2000.00      2000.00     2000.00        .00
030     MUNIS ELEMENTARY                  0     1630.00       .00       800.00       800.00      800.00     830.00

        TOTAL GENERAL SUPPLIES            0     4630.00       .00      3800.00      3800.00     3800.00     830.00

        TOTAL EXTENDED SCHOOL SERVICES    0    33276.00       .00          .00     28439.80    28439.80    4836.20

          TOTAL EXPENSES                  0    33276.00       .00          .00     28439.80    28439.80    4836.20
```

```
XX/XX/XXXX                         DISCTRICT NAME                        DIST - 999              PAGE 4
                          CONSOLIDATED PLAN EXPENDITURE REPORT
  PROJECT NUMBER: 1300                                            GIFTED & TALENTED
  STATE CODE:                                                     THROUGH EOY XXXX
  CFDA NUMBER:                                                    ANITA KAY BURGESS
  GRANT AMOUNT:
-----------------------------------------------------------------------------------------------------
                                         *  *  *  * * E X P E N D I T U R E S *  *  *  *  *
DESCRIPTION                  ENCUMBRANCE   REVISED     MONTH      QUARTER      YEAR      PROJECT   AVAILABLE
                                          BUDGET      TO DATE    TO DATE     TO DATE    TO DATE    BUDGET
-----------------------------------------------------------------------------------------------------


0110    CERTIFIED PERMANENT SALARY
--------------------------------------------

010     DAS ELEMENTARY                    13000.00       .00        .00         .00        .00   13000.00

     TOTAL CERTIFIED PERMANENT SALARY   0 13000.00       .00        .00         .00        .00   13000.00
  0222    EMPLOYER MEDICARE CONTRIBUTION
--------------------------------------------

010     DAS ELEMENTARY                      190.00       .00        .00         .00        .00     190.00

     TOTAL EMPLOYER MEDICARE CONTRIBUTION 0   190.00     .00        .00         .00        .00     190.00
/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/_____/_/___/_/_____/_/___/
_/_____/_/___/

/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/___/_/_____/_/___/_/_____/_/___/
_/_____/_/___/

     TOTAL GIFTED & TALENTED              0 22400.00       .00        .00       463.69     463.69   21936.31

       TOTAL EXPENSES                     0 22400.00       .00        .00       463.69     463.69   21936.31
```

```
08/23/2000                               DISCTRICT NAME                          DIST – 999              PAGE 23
                                 CONSOLIDATED PLAN EXPENDITURE REPORT
                                            REPORT OPTIONS
---------------------------------------------------------------------------------------------------------------




            FIELD #      TOTAL   PAGE BREAK
 SEQUENCE 1    12          Y         Y          FILE OUTPUT: N
 SEQUENCE 2    11          Y         N          YEAR/PERIOD: XXXX/XX
 SEQUENCE 3    02          Y         N          PRINT REVENUE AS CREDIT: Y
 SEQUENCE 4    00          N         N          (F)ULL OR (S)HORT DESC: F
                                                PRINT FULL GL ACCOUNT: N
 REPORT TITLE:                                  DOUBLE SPACE: N
  CONSOLIDATED PLAN EXPENDITURE REPORT          SUMM OBJS TO POSITION: 4
```

TO UPDATE THE PROJECTS FOR THE NEW GRANT YEAR OR WHEN MULTIPLE GRANT YEARS ARE REQUIRED TO BE REPORTED:

1. Select **Mass-Chng** from the Ring Menu.

The following screen displays:

```
┌──────────────── PROJECT BUDGET REPORT ────────────────┐
│                                                        │
│ Action:  Find  Seg-find  Report-options  Consolidated  Output  Exit │
│ ──────────────────────────────────────────────        │
│                                                        │
│ Action:  Update  Mass-Chng  Report-options  Output  Exit │
│ ┌────────────────────────────────────────────┐        │
│ │                                             │        │
│ │ Action:  Define  Process  Exit              │        │
│ │ Define mass change start/end position, target value. │ │
│ │                                             │        │
│ │   Model Start Position      [4]             │        │
│ │   Model End Position        [4]             │        │
│ │   Target Substitute Value    [1  ]          │        │
│ │                                             │        │
│ │                                             │        │
│ └────────────────────────────────────────────┘        │
└────────────────────────────────────────────────────────┘
```

2. Select **Define** from the Ring Menu and enter the desired grant year.

3. Select **Process** from the Ring Menu to update projects to the associated grant year.

4. Select **Exit** to return to the previous Ring Menu .

5. Select **Output** from the Ring Menu to update the desired output fields and hit ESC.

NOTE: *All other report-options under the Consolidated report option should remain as defaulted. A single report for all Consolidated Planning Programs will be generated in the predetermined report format as defined in the report options above.*

APPENDIX B

Non CP PROJECT BUDGET REPORTS

	Proj#	SEQ 2			SEQ 3			SEQ 4			Report Title	Print Totals Only	Include Encum/ Requisi	Summ Objects to Pos	Report Due (A,S,Q)
		Field #	Total	Page Break	Field #	Total	Page Break	Field #	Total	Page Break					
FRYSC	125X 128X 129X	Unit	Y	N	Function	Y	N	Object	Y	N	FRYSC Budget Report	Y	Y	4	S
PACE	132X	Function	Y	N	Object	Y	N				PACE Expenditure Report	Y	Y	4	Q
Title I Neglected or Delinquent	313X	Object	Y	N							Title I - Neglected or Delinquent	Y	N	4	Q
Adult Education	372X	Function	Y	N	Object	Y	N				Adult Education - Basic Grant	Y	Y	4	Q
Early Reading Incentives	182X	Object	Y	N							Early Reading Incentives Expenditure Report	Y	Y	4	Q

NOTE: 1.   *Specify the "Reporting Period" for Period Number.*

           2.   *Use the default value for fields not listed in the above table.*

APPENDIX C

Establishing Major Projects

Projects that are phases or tasks within a larger Project are commonly identified by attaching an additional character at the end of the four-digit Project Code. These Projects can then be "**rolled**" (combined) into the Major Project to produce totals during reporting. Below is an example:

Project Code	Description	Major Project	Description
4060B	30% Targeted	4060	Title IV
4060C	State Level Activities	4060	Title IV
4060D	Resilient Children	4060	Title IV

NOTE*:* *The additional character must also be part of the Project Code attached to Project Accounts.*

To Establish Major Projects, Select:

A) FINANCIALS

   A) General Ledger Menu

      G) Project Accounting Menu

         H) Project Master Table

The following screen is displayed:

```
 Session    Edit    Commands    Settings    Help
─────────────────────────────────PROJECT MASTER MAINTENANCE ──────────────────
Action:    Find  Next  Prev  Browse  Add  Update  Del  Output   Exit
Query the  current database table.

 Project code   [1117*]           Title  [ABC   GRANT                        ]
 Major Project  [1117 ]
 Contact names  [                            ]     State code  [
                [                            ]     CFDA number [        ]
 Status             [ ]
 Drawdown frequency [          ]     Audit at close? (Y/N)  [ ]
 Start date         [          ]     Percent complete       [    ]
 Est completion date [         ]     Actual completion date [           ]
 Comment             [                                                      ]

    FUNDING SOURCE                                   AMOUNT
    [      ]                              [                ]
    [      ]                              [                ]
    [      ]                              [                ]
    [      ]                              [                ]
    [      ]                              [                ]
    [      ]                              [                ]
```

1. Select **Find** from the Ring Menu.

2. To select all projects to attach to a Major Project, enter the 4-character Project Code followed by an asterisk (*) in the **Project code** field and press **ESC**.

3. Select **Update** from the Ring Menu. Enter the Major Project Code (the multiple Projects selected will be combined or rolled into the Major Project code) in the **Major Project** field and press **ESC**.

    Repeat steps 1 through 3 for each Project to verify/enter the Major Project.